



Compton College

COUNSELOR/ARTICULATION OFFICER



THE POSITION

Under general supervision of the assigned academic administrator, responsibilities will include coordination of articulation functions between Compton College and CSU, UC, private, other four-year institutions, other community colleges, and high schools. The assignment includes coordination activities related to curriculum and curriculum development on campus and within the district and maintenance of files/documentation to assure compliance with all federal, state and local regulations that govern inter-segmental articulation of curriculum for transfer purposes. The Articulation Officer will assist the Curriculum Committee and campus departments with the cyclical updating and revision of course outlines and with the submission for acceptance of new courses being developed. Additionally, the Articulation Officer will serve on college and district committees and participate in various departmental and college activities.

ABOUT COMPTON COLLEGE

Compton College is a dynamic learning community that offers a wide range of transfer and degree courses, as well as career and technical education. Enrolled students may earn an associate degree or certificate, transfer to a four-year university or train for a career.

Compton College is part of the Compton Community College District, which encompasses an area of about 29 square miles, making educational services available to nearly 300,000 residents of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. About 290 full- and part-time faculty teach more than 40 degree programs and 35 certificate programs.

Students have access to excellent academic offerings, career training programs, and support services including counseling, tutoring and mentoring programs. Faculty and staff are committed to student-centered curriculum, fulfilling the college vision to be the leading institution of student learning and success in higher education.

The Compton College campus includes 54 buildings across 88 acres. In November 2002, the district won voter approval of Measure CC, authorizing the issuance of \$100 million in general obligation bonds to upgrade classrooms, labs, infrastructure, and instructional equipment, while making much-needed health and safety repairs and energy efficiency improvements. In November 2014, district voters approved Measure C, a \$100 million facilities bond designed to make technology and safety upgrades campuswide.

MISSION STATEMENT

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

COUNSELOR/ARTICULATION OFFICER

Division: Student Services

Posting Closing Date: March 28, 2019

Req: A1819-028

Location: Compton College

Position Type: Full-Time, Tenure Track

REPRESENTATIVE DUTIES

- Serves as a well-informed resource for students, teaching faculty, administrators, counselors, advisors, and transfer center personnel on transfer curriculum, articulation, and related matters.
- Maintains the college articulation programs, procedures and policies as dictated by the California Education Code; California State University (CSU) and University of California (UC) regulations and standards; and California Community College Chancellor's Office Guidelines and Standards.
- Disseminates current, accurate, articulation reports to students, staff, appropriate departments, and colleges and universities.
- Serves on appropriate college committees such as Curriculum to provide input and to receive information about proposed changes in college policy and curriculum.
- Participates in the online curriculum review (CurricUNET META) process in a timely manner and on college and district committees responsible for curriculum review and approval.
- Works with Vice President of Academic Affairs, Curriculum Analyst, Curriculum Committee Chair and other staff/faculty/administrators in all matters related to articulation of courses and programs at the college.
- Monitors each stage of the articulation process and follow up with department and faculty for timely responses and decisions.
- Manages and updates college articulation data and provides an annual summary of transfer- related curricular changes for both internal and external recipients.
- Serves as the college gatekeeper of articulation related data including, but not limited to: course outlines for articulation purposes, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth (CSUGE), the CSU baccalaureate lists, the University of California Transfer Course Agreement (UC TCA) lists.
- Monitors and updates campus articulations appearing on ASSIST.org; Update CSU Transferable Course List on ASSIST.org; and reports regularly to the Curriculum Committee.
- Participates in college catalog updates (and pertinent pieces of the class schedule) for all articulation related information, and assists with Banner curriculum related updates as needed.
- Initiates faculty-approved articulation agreements between institutions of higher education.
- Serves as the official college liaison to the statewide Course Identification Numbering System (C-ID), including submission of all courses to C-ID for consideration; tracking and communicating course status to our colleagues; helping faculty address C-ID feedback; re-submitting courses if necessary.
- Assists administrators and faculty to understand, implement, and apply legislative requirements such as Senate Bill 1440/440 with TMC templates and ADT development and compliance. Tracks and report regularly.
- Provides consultation to the faculty, instructional deans, and other college representatives on course and program articulation issues, especially as related to the review, revision and development of courses with transfer preparation and articulation potential.
- Advocates for students experiencing difficulties with receiving institutions that may not honor articulated courses.
- Provides training to faculty on how to access and interpret articulation information online or in print.

REPRESENTATIVE DUTIES (CONT.)

- Serves as District representative at local and State articulation meetings; maintains professional relationships with other articulation officers, statewide and regionally.
- Assists students in choosing and planning educational goals, including development of student education plans.
- Provides counseling to students experiencing difficulties and makes referrals to on and off campus resources, as appropriate, and evaluates transcripts.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Senate Bill 1440/440
- Senate Bill 1456 and SEA policies and procedures
- Assembly Bill 705
- California Community Colleges Guided Pathways
- Title 5 regulations
- Applicable sections of State Education Code and other applicable laws
- Spreadsheets and databases

Ability to:

- Demonstrate leadership, counseling or teaching experience, and a working knowledge of college articulation, transfer and curriculum programs
- Interview students to determine program eligibility and obtain relevant data
- Plan, develop and conduct informational workshops
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work confidentially with discretion

EDUCATION AND EXPERIENCE

REQUIRED QUALIFICATIONS:

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling; OR
- Bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline; OR
- The equivalent – Candidates not possessing the required qualifications as stated on this announcement must complete the Request For Equivalency Form as part of the application process to explain in detail how their qualifications are equivalent to those above; OR
- Valid California Community College Instructor credential in appropriate subject issued prior to July 1, 1990; AND
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and of individuals with disabilities.

DESIRED QUALIFICATIONS:

- Two-years of experience serving as an articulation officer in a two-year or four-year higher education institution.
- Experience with curriculum development and application of correct curricular processes to California statewide articulation systems.
- Demonstrated experience and knowledge of the structure and regulations governing community college curriculum to effectively articulate courses and programs between high schools, community colleges, and baccalaureate institutions.
- Experience with computer software such as Banner and Degree Works and technology used to facilitate articulation, transfer, student services, or instruction.
- Demonstrated knowledge of policies, procedures and future trends impacting articulation of programs and courses.
- Ability to comprehend and explain the nature of articulation issues to respective stakeholders.
- Demonstrated experience and/or knowledge in working with students of diverse socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities.

COMPENSATION AND BENEFITS

SALARY RANGE: \$\$59,503 - \$88,193 (depending upon education and experience)

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which the College and the employee may contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days. Long-term disability income protection insurance is also available.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

CONDITIONS OF EMPLOYMENT

Full time, tenure-track teaching position effective August 22, 2019. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), transcripts, fingerprint results, and tuberculosis examination as required. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, valid driver's license, or other equivalent identification, and social security card

TO APPLY

To ensure full consideration, qualified candidates must submit:

1. . Online application: <http://www.district.compton.edu>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Request for Equivalency form (if applicable)
5. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: March 28, 2019

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

Compton College - Human Resources
1111 East Artesia Boulevard
Compton, CA 90221-5393
310-900-1600 ext. 2142
www.district.compton.edu

The Compton Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.